



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

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December 20, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ERRATA AND TECHNICAL CORRECTIONS TO TITLE 5 AND TITLE 6 AND  
CLASSIFICATION ACTIONS  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 5 and Title 6 of the Los Angeles County Code to correct inadvertent errors, to update various Code sections, to change the salary of four (4) classifications, and to add four (4) new classifications.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The accompanying ordinance makes technical corrections to the County Code necessary to bring the Code into conformance with prior Board actions. The ordinance updates various sections of the County Code to delete obsolete provisions and code references, and to correct erroneous code section references.

The ordinance amends the travel expense provision to allow the reimbursement of a standard single occupancy hotel accommodation in excess of the annual maximum lodging limitation, upon the review and pre-approval of the Chief Administrative Office for travel to a major metropolitan area, or capital city. Additionally, this ordinance provides for reimbursement of the cost of a single occupancy hotel accommodation contracted by the conference sponsor, which exceeds the annual lodging limitation, where the appointing authority has granted prior approval for attendance at such an event.

This ordinance also amends current mileage reimbursement provisions to provide for adjustment of mileage reimbursement rates on other than July 1<sup>st</sup> of each year to coincide with adjustments in rates established by the Internal Revenue Service, and to provide reimbursement of mileage and parking fees to occasional drivers who have been ordered by management to use their automobile while conducting County business.

Additionally, the ordinance amends the salaries of four (4) classifications and recommends the addition of four (4) new classifications.

#### Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

#### **FISCAL IMPACT/FINANCING**

Additional costs resulting from these actions will be absorbed by the affected departments.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The accompanying ordinance corrects inadvertent errors and omissions in previous ordinance amendments. The Auditor-Controller has under instruction from the Chief Administrative Officer, as permitted by Section 6.02.030 of the County Code, made necessary corrections to mileage reimbursement. In addition, amendments to Section 5.40.060 update maximum expenses and provide clarification of provisions for reimbursement.

#### Salary Changes

The salaries of four (4) classes are recommended for change to provide compensation that appropriately recognizes the level of duties and responsibilities.

#### New Classes

Four (4) new classes are being recommended for addition to the County's classification system to meet epidemiology operational needs in Public Health, and to aid mental health clients in obtaining needed services (Attachment A).

Honorable Board of Supervisors  
December 20, 2005  
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Benefit Designation Change

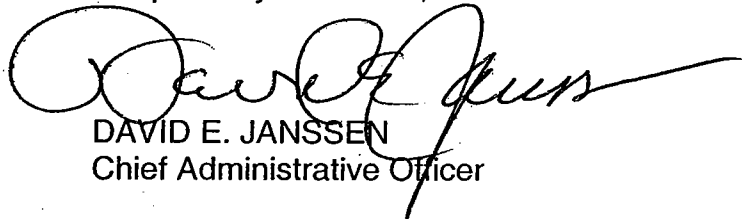
We are recommending a benefit designation change for the class of Supervising Forensic Attendant (Item No. 4882) from Coalition Choices fringe benefits to SEIU Local 660 Options fringe benefits. This change will provide the same benefits to the supervisory class, as those provided to the classes supervised by this classification. The class of Supervising Forensic Attendant is currently vacant; therefore, this change will not impact employees (Attachment A).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

None.

The ordinance amendment has been approved as to form by the County Counsel.

Respectfully submitted,



DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SRH  
WGL:GL:df

Attachment (1)

c: County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller  
Director of Personnel

## ATTACHMENT A

### CLASSES RECOMMENDED FOR ADDITION

The following benefit designations are recommended for approval. Please note benefit designations are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/Health Plan	Item No.	Title	Salary Schedule & Level
Savings	1762	Chief Epidemiologist, Public Health	NW 98G
Horizons	8111	Mental Health Peer Advocate	NR 55D
Horizons	8160	Psychiatric Tech Interim Permittee	NA 64G
Savings	1760	Supervising Epidemiologist	NW 92G
Horizons**	4882	Supervising Forensic Attendant	71J

Note:

\*\*We are recommending that the benefits for this classification be changed from the Coalition Choices fringe benefit program to the SEIU Local 660 Options fringe benefit program, so that this supervisory classification receives the same benefits as those of the reporting subordinate classifications.

## ANALYSIS

This ordinance amends Title 5 - Personnel and Title 6 - Salaries of the Los Angeles County Code by:

- Amending the travel expenses provisions regarding reimbursement for County employee expenses while traveling on County business;
- Amending the mileage reimbursement provisions for employees using their automobiles while conducting County business;
- Amending the salaries of four (4) classifications;
- Adding four (4) new classifications;
- Deleting and/or correcting certain obsolete provisions and code references; and
- Changing a benefit designation for the class of Supervising Forensic Attendant (Item No. 4882).

RAYMOND G. FORTNER, JR.  
County Counsel

By 

STEPHEN R. MORRIS  
Principal Deputy County Counsel  
Labor & Employment Division

SRM:mag  
(requested 11/28/05)  
(revised 12/07/05)

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 5 - Personnel and Title 6 - Salaries of the Los Angeles County Code relating to reimbursement for traveling expenses, changes in salaries for designated classes, the creation of classes, the deletion of obsolete provisions, and other technical corrections.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 5.33.020 is hereby amended to read as follows:

**5.33.020 Definitions.**

...

O. "Medical Insurance Plan" means any of the medical insurance plans included in Items 1 through 5 of the Materials definition set out in subsection ~~MN~~ of this section.

...

**SECTION 2.** Section 5.40.060 is hereby amended to read as follows:

**5.40.060 Traveling expenses -- Travel, lodging and meal cost limitations.**

Traveling expenses allowed shall not exceed:

A. 1. The actual cost of transportation when by public carrier, if a privately owned vehicle is used to travel to a destination other than one specified in subsection ~~CD~~ of Section 5.40.190, at a rate of six cents per mile or the equivalent of the fare via the most appropriate public carrier;

...

B. 1. Lodging \$174.00 per night; breakfast \$10.50; lunch \$13.50 and dinner \$34.00, or not to exceed \$58.00 per day when three meals are purchased upon any one day. The rates set forth in this paragraph shall be subject to annual adjustment by the auditor-controller pursuant to Section 5.40.095 of this Code. Where the cost of a single-occupancy hotel accommodation in a major metropolitan area or capital city, as defined in Section 5.40.090(B), exceeds the limitations set forth in this section and Section 5.40.095, reimbursement may, with prior approval of the Chief Administrative Officer, be made for actual necessary costs of said single-occupancy hotel accommodation, including all taxes, upon presentation to the auditor-controller of a receipt from the hotel concerned. ~~Lodging \$20.00 per night; breakfast \$5.00; lunch \$7.00 and dinner \$16.50, or not to exceed \$28.50 per day when three meals are purchased upon any one day. Where the cost of a single-occupancy hotel accommodation exceeds the \$20.00 limitation, reimbursement will be made for actual necessary cost of a single-occupancy hotel accommodation, up to a maximum of \$150.00, plus all taxes, on the voucher, upon presentation to the auditor-controller of a voucher from the hotel concerned;~~

a. Notwithstanding subsection B.1. above, employees attending a County-sponsored conference will be reimbursed for receipted lodging, plus taxes, when the lodging is contracted by the County sponsor for the event, and the appointing authority has granted prior approval for attendance and lodging at the contracted rate at the designated hotel;

b. Notwithstanding subsection B.1. above, employees attending a non-County-sponsored conference will be reimbursed for receipted lodging, plus taxes, when the lodging is contracted by the conference sponsor for the event, and the appointing authority has granted prior approval for attendance and lodging at the contracted rate at the designated hotel.

...

**SECTION 3.** Section 5.40.190 is hereby amended to read as follows:

**5.40.190 Mileage rates -- Area where applicable.**

...

B. Notwithstanding subsection A above, reimbursement rates may be adjusted by the cents per mile adjustment on dates other than July 1<sup>st</sup> of each year to coincide with adjustments in the standard mileage reimbursement rate as established by the Internal Revenue Service (IRS rate).

C. When an employee is ordered by management to use his automobile occasionally in the County service, management shall reimburse such employee for mileage and parking fees incurred while conducting County business. Such employee shall be considered an occasional driver and not a mileage permittee within the meaning of Section 5.40.240 of the County Code.

BD. The rates set out in this section shall apply to travel within the county of Los Angeles, and to travel to the counties of Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura. In all other cases, the rates in Section 5.40.060 shall apply.



**SECTION 4.** Section 5.44.150 is hereby amended to read as follows:

**5.44.150 Election work permitted when.**

~~Notwithstanding the provisions of Section 5.44.080, a~~Any person holding a regular, full-time position in the county service for which compensation is provided may also be employed by a city outside of the hours he is employed by the county on any city election, including a city primary election, and may receive and retain for his own use any and all compensation paid to him by such city for such services.

**SECTION 5.** Section 6.08.190 is hereby amended to read as follows:

**6.08.190 Definitions.**

. . .

~~H.~~ "Represented Physician" means a physician employee represented by an employee organization certified by the employee relations commission.

~~H.~~ "Residency" means the period of postgraduate specialized medical training subsequent to the internship.

~~J.~~ "Resident" means a physician in the second and subsequent years of postgraduate specialized medical training.

~~K.~~ "Standby duty" means an off-duty period during which a physician is on-call and:

1. Available for immediate return to work via contact by telephone or electronic paging device or by such other means as may be approved by the appointing power; or
2. Away from the physician's regular work site but engaged in a telephone consultation or other actual work as a direct consequence of said on-call status.

**SECTION 6.** Section 6.08.200 is hereby amended to read as follows:

**6.08.200 Physician pay plan general provisions.**

A. Persons employed on any position whose salary is based on the ~~Represented-Physician P Tables~~ or Management Physician M Tables or the Mental Health Psychiatrist B Range Table provided for in Section 6.26.030 of this code shall be compensated pursuant to the applicable provisions of Part 2 of this chapter and shall be placed on and moved to steps within the appropriate P or M range schedules as set forth in Sections 6.08.210, 6.08.220, and 6.08.230.

B. The Mental Health Psychiatrist Range Table, Management Physician M Tables, and ~~Represented-Physician P Tables~~ provided in Section 6.26.030 shall apply to positions compensated pursuant to those tables on the effective date shown for each table.

**SECTION 7.** Section 6.08.210 is hereby amended to read as follows:

**6.08.210 Physician P pay schedules.**

A. Compensation of ~~Represented-Physicians~~:

...

**SECTION 8.** Section 6.10.020 is hereby amended to read as follows:

**6.10.020 Night service bonus rates.**

...

C. In lieu of the bonus provided in subsection B above, an hourly bonus in the amount provided herein shall be paid to any employee employed in a position in one of the indicated classifications or series of classifications for each hour he works during an evening or night shift.

An \$.85-per-hour bonus for the following classes:

Item No.	Title
5508	Intern Pharmacist
5516	Pharmacy Supervisor I
5518 <u>7</u>	Pharmacy Supervisor II
5510	<del>Pharmacy Resident</del>

. . .

**SECTION 9.** Section 6.10.030 is hereby amended to read as follows:

**6.10.030 Reassignment notice -- Special rate.**

When a department head assigns an employee to an established workweek schedule and subsequently finds it necessary permanently to change such schedule or assignment, he shall provide such employee with notice of the schedule change at least five calendar days prior to its effective date. For purposes of this section, notice shall be deemed given if it is posted in writing at a location designated for such notices, if the employee is orally advised by departmental supervision, or if written notice is mailed to the employee's last address of record. In the event such notice is not timely given to an employee and the change of schedule requires the employee to work on a day which previously had been scheduled as a regular day off, such employee shall be compensated at the premium rate set forth in Section ~~6.14.010~~6.15.010 for any such day he is required to work for which he did not receive such five-day notice. The provisions of this section shall apply only to classifications specifically approved for such payment by the board. In no event shall this section apply to overtime worked or to schedule changes required by events beyond the department head's control, such as

emergencies, nor shall it apply to employees regularly assigned to work schedules providing for other than five consecutive eight-hour workdays.

**SECTION 10.** Section 6.10.100 is hereby amended to read as follows:

**6.10.100 Longevity bonus.**

A. Eligibility.

1. Each person employed in one of the following positions, who has completed at least 10 years of aggregate service in such position and who is on the top step of the salary range of such position, shall be eligible to receive the longevity bonus provided for in subsection GB pursuant to the provisions of this section:

Item No.	Title
2924	Ocean Lifeguard Specialist
0199	Fire Fighter (56 hours)
2949	Senior Lake Lifeguard, Parks & Recreation

. . .

**SECTION 11.** Section 6.24.040 is hereby amended to read as follows:

**6.24.040 Payment for accrued benefits.**

Payment for benefits accrued as provided elsewhere in this code shall be made:

A. Upon termination from county service; provided, however, that such payment shall, at the county's option, be made in one or two payments within three months after the employee's termination, ~~or within three additional months at the option of the employee.~~

. . .

**SECTION 12.** Section 6.28.050 is hereby amended by changing the following salary schedule or range to read as follows:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
0937	CRIME ANALYSIS PROGRAM MANAGER	01/01/2005 *	86D
		<u>01/01/2006</u>	<u>92E</u>
		<u>01/01/2006</u>	<u>87C</u>
		<u>01/01/2006</u>	<u>93D</u>
1622	PROGRAM ASSISTANT	01/01/2005 *	78B
		<u>01/01/2006</u>	<u>81J</u>
		<u>01/01/2006</u>	<u>79A</u>
		<u>01/01/2006</u>	<u>82H</u>
0940	SUPERVISING CRIME ANALYST,SHERIFF	01/01/2005 *	84C
		<u>01/01/2006</u>	<u>87E</u>
		<u>01/01/2006</u>	<u>85B</u>
		<u>01/01/2006</u>	<u>88D</u>

**SECTION 13.** Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>1762</u>	<u>CHIEF EPIDEMIOLOGIST,PUBLIC HEALTH</u>	<u>01/01/2006</u> *	<u>NW</u> <u>98G</u>
		<u>01/01/2006</u>	<u>NW</u> <u>99F</u>
<u>8111</u>	<u>MENTAL HEALTH PEER ADVOCATE</u>	<u>01/01/2006</u> *	<u>NR</u> <u>55D</u>
<u>8160</u>	<u>PSYCHIATRIC TECH INTERIM PERMITTEE</u>	<u>01/01/2006</u> *	<u>NA</u> <u>64G</u>
		<u>01/01/2006</u>	<u>NA</u> <u>65F</u>
<u>1760</u>	<u>SUPERVISING EPIDEMIOLOGIST</u>	<u>01/01/2006</u> *	<u>NW</u> <u>92G</u>
		<u>01/01/2006</u>	<u>NW</u> <u>93F</u>

**SECTION 14.** Section 6.28.050-25 is hereby amended to read as follows:

**6.28.050-25 Notes to Section 6.28.050.**

. . .

**NOTE 22.**

. . .

B. In addition to the compensation provided in the table above, a person who is employed as a Relief Nurse who, over a six-month period, commencing September 1, 1985, or upon appointment after that date, works 626 hours, 112 of those hours worked on the weekend, shall receive a lump sum payment of \$450.00 and ~~four~~eight hours of county time paid at the day-shift rate for the purpose of meeting mandatory continuing education requirements.

. . .

**SECTION 15.** Section 6.76.020 is hereby amended by adding a new Subsection R to read as follows:

. . .

R. Notwithstanding any other provision of this Title 6, persons employed as Fire Suppression Aid (Item No. 0196) shall, commencing December 1, 2005, be placed one step higher within the indicated salary range as if they were compensated on a five step salary range where the first step of the range is the second step of the indicated salary schedule and the fifth step of the range is the fifth step of the salary schedule which is two standard salary schedules above the indicated salary schedule. The rate or rates established by this provision constitute a base rate.

**SECTION 16.** Section 6.78.350 is hereby amended to read as follows:

**6.78.350 Additional information.**

. . .

J. Any person employed in a full-time, permanent position of Veterinarian (Item No. 5728), Senior Veterinarian (Item No. 5732), and Chief Veterinarian (Item No. 5734), ~~and Director, Comparative and Veterinary Medicine, Health Services (Item No. 4584)~~ who has obtained certification by the appropriate American Veterinary Medicine Specialty Board in the specialty to which he is assigned, shall receive a flat monthly bonus equal to 5.5 percent of the step to which he is entitled, as established in Section 6.28.050. Compensation under this provision shall not be made before the first day of the month in which the employee provides satisfactory evidence to the department head of board certification.

. . .

N. Compensation of Executive Director, LAC/USC Medical Center (UC).  
Notwithstanding any other provision of the County Code, the Director of Health Services, for recruitment and retention purposes, may establish the compensation of the Executive Director, LAC/USC Medical Center (UC) (Item No. 8085) at the time of initial appointment at any rate up to 50 percent above the Control Point for Range 16 of the Management Appraisal and Performance Plan Salary Structure (Table 4J, effective January 1, 2005 and Table K, effective January 1, 2006, of Section 6.28.050).  
Notwithstanding any other provision of Part 3, Chapter 6.08 of the County Code, the Executive Director, LAC/USC Medical Center (UC) (Item No. 8085) may receive Management Salary Adjustments, or other salary adjustments, as may be approved by the Board of Supervisors for Management Appraisal and Performance Plan participants.

The rate or rates established pursuant to this subsection N shall constitute a base rate.

. . .

**SECTION 17.** Pursuant to Government Code Section 251123(e) and 251123(f) this ordinance shall take effect immediately. If this ordinance becomes effective after September 1, 2005, the provisions of Section 3 shall be construed and applied as if it was effective and operative on and after September 1, 2005, and the provisions of Section 15 shall be construed and applied as if it was effective and operative on and after December 1, 2005.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary and salary schedule and level in the space provided for these classifications in Section 6.28.050 of the County Code.

[Errata2005-LT-GL]